

4-2.B HOME VISIT COMPLETION

REQUIREMENT

4-2.B Sites measure whether families receive their expected visits based on their service level.

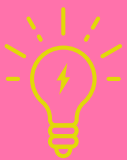
How is this rated?

- **Exceeds Standard (3)** - 90% of families received at least 75% of expected visits based on their assigned service level in the most recent quarter (e.g., April-June).
- **Meets Standard (2)** - 75% of families receive at least 75% of expected visits based on their assigned service level in the most recent quarter (e.g., April-June).
- **Does not Yet Meet Standard (1)** - Less than 75% of families receive at least 75% of their expected visits based on their level.

DOCUMENTATION REVIEW

- Site's submit worksheets (or other approved tool*) which include all families served in the HFA program over the past fiscal year.
- At least 75% of all active families received 75% of expected visits in the **most recent quarter** for a 2 rating
- Expected visits for a quarter generally follow the below (with adjustments when level changes occur during the quarter):
 - Level 1/1P/1b families - 12 visits/quarter
 - Level 2/2P - 6 visits/quarter
 - Level 3 - 3 visits/quarter
 - Level SS - at a minimum, expected visits align with previous level
 - CO/TO/TR - visits may occur, but do not need to be tracked

*Confirm with AAP-CA3 that alternative tool meets tracking and monitoring requirements



TIPS FOR COMPLETING

- If the staff serving the family changed during the quarter, visits only need to be tracked for the most current staff
- Add dates when families are on TO, TR or CO - visits are not expected to occur on these levels

